

EMPLOYEE DISCIPLINARY REPORT

To Personnel Department:

The following warning was issued today and I desire that the warning be made a part of the official record.

Jeffrey Denton Olds here 5/26/00  
 NAME DEPARTMENT DATE OF WARNING

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| 1. <input type="checkbox"/> UNREPORTED ABSENCE                       | 6. <input type="checkbox"/> FAILURE TO OBEY ORDERS       | 11. <input type="checkbox"/> VIOLATION OF SAFETY RULES       |
| 2. <input type="checkbox"/> TARDINESS                                | 7. <input type="checkbox"/> FIGHTING ON COMPANY PREMISES | 12. <input type="checkbox"/> DEFECTIVE & IMPROPER WORK       |
| 3. <input type="checkbox"/> DRINKING ON DUTY                         | 8. <input type="checkbox"/> LEAVING WITHOUT PERMISSION   | 13. <input type="checkbox"/> CARELESSNESS                    |
| 4. <input type="checkbox"/> REPORTING UNDER THE INFLUENCE OF ALCOHOL | 9. <input type="checkbox"/> HOUSEKEEPING                 | 14. <input type="checkbox"/> DESTRUCTION OF COMPANY PROPERTY |
| 5. <input checked="" type="checkbox"/> INSUBORDINATION               | 10. <input checked="" type="checkbox"/> IMPROPER CONDUCT |  |

REMARKS

*Jeffrey's attitude towards performing his job, taking too long on jobs turning in wrong repair orders when customers are waiting and still does not have the appropriate tool to perform his job (to use sticks on the pipes impact gun. Jeffrey has been warned numerous times to get the tools needed to perform his job*

*Robert C. Brantley*  
 Signature of Supervisor

I have read this report ----- Signature of Employee

THE ABOVE OFFENSE OR OFFENSES HAVE BEEN NOTED AND ARE MADE A PART OF THE ABOVE EMPLOYEE'S RECORD AS OF THIS DATE.

Personnel Department

Date

